BENTLEY UNIVERSITY

TUITION REMISSION REQUEST FORM

Employee Name Employee ID # Date of Hire

Title/Position Department Cost Center #

Student's Name (if not employee) Student's ID #

COURSE YEAR:

Student's Date of Birth (if not employee)

FALL WINTER SPRING

SUMMER I SUMMER II

Tuition Remission is requested for: Self Dependent Child\*

Spouse Qualified Domestic Partner

**\*For Dependent Children:** I declare that, in accordance with the Bentley University Tuition Remission Policy, the above listed student (if applicable) is my unmarried dependent child under current IRS tax code regulations.

Graduate/Graduate-Level Courses (Certificate Programs): Graduate or graduate-level courses, like courses part of a certificate program, that are taken by an employee’s spouse, qualified domestic partner and/or dependent are included in the employee’s taxable income. I understand that fees for graduate courses taken by the employee may be included in the employee’s taxable income if not job related, under current IRS tax code regulations. Employees seeking exclusion from Tuition Remission related taxes on Graduate course(s) claimed to be job related must submit a completed Graduation Tuition Remission Tax Exemption Form, signed by the employee’s manager, along with the Tuition Remission Request Form to Human Resources.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Employee's Signature** |  | **Date** |  |
| **Course Numbers** | **Tuition Fee** | **% Covered** | **Division of Course:****Eve. Day Grad.** |  |
|  | **$**  |  |  |  |
|  | **$**  |  |  |  |
|  | **$**  |  |  |  |
|  | **$**  |  |  |  |
|  | **$**  |  |  |  |
| **Technology Fee:** | **$**  |  |  |  |
| **Activity Fee:****(Fees Paid for Employees Only)** | **$**  |  | **A/R Code** |  |
|  |  |  |  |  |
| **TOTAL TUITION FEES:** | **$**  |  | **Do not write in this space** |  |
| **BENEFIT ALLOWANCE:** | **$**  |  |  |  |
| **NET AMOUNT DUE:** | **$**  |  |  |  |

APPROVED: Please note the manager signature is only required for an employee’s own coursework.

THIS APPLICATION MUST BE

Department Head/Manager Date RECEIVED BY HUMAN RESOURCES 2 WEEKS PRIOR TO THE START

 OF THE COURSE(S).

Human Resources Verification Date

Processed by Student Financial Services Date

**(PLEASE MAKE A PHOTOCOPY OF THIS FORM IF YOU WISH TO RETAIN YOUR OWN RECORD) (Rev. 5/20)**